

ENROLLMENT CHECKLIST



RE-ENROLLMENT

- _____ Complete Enrollment Form.
- _____ For financial aid consideration, visit www.FactsTuitionAid.com and complete the FACTS Grant & Aid Application or pick up a packet in the Business Office (\$20 non-refundable processing fee applies. *Form due in school office no later than April 30. Awards are made on a first-come, first-served basis beginning in May.*)
- _____ Complete and sign the Financial Commitment Form;
If financial assistance is awarded, tuition will be adjusted.
- _____ Return this form along with **non-refundable re-enrollment fee of \$200** before May 10, 2010 to the school office (after May 10 the fee is \$250).

Welcome back!

NEW ENROLLMENT

Part I

- _____ Complete Enrollment Form and Financial Commitment Form.
If financial assistance is awarded tuition will be adjusted. To arrange your appointment call 263-4898 x14.
- _____ For financial aid consideration, visit www.FactsTuitionAid.com and complete the FACTS Grant & Aid Application or pick up a packet in the Business Office (\$20 non-refundable processing fee applies).
Awards are made on a first-come, first-served basis beginning in May.
- _____ Complete Student Information Sheet for each student.
- _____ Attach a copy of child's birth certificate, IEP forms and two recent report cards if applicable.
- _____ Return enrollment form with the **non-refundable enrollment fee of \$250** to the SJA school office.

Part II

- _____ Students in grades 1-8 will meet with the Admissions Committee and upon acceptance parent will sign a records release form.
- _____ Montessori students will have a school visit scheduled.
- _____ Fill out FACTS Tuition Payment Agreement online @ www.FactsTuition.com or pick up form in the Business Office.

Welcome!

Check your e-mail in August for detailed Back-To-School Information.

SCHOOL INFORMATION 2010-2011



MONTESSORI SESSIONS: Morning 8:15-11:15 am
Afternoon 12:15-3:15 pm
All Day 8:15 am-3:15 pm

GRADES 1-8: 8:15 am-3:15 pm

BEFORE SCHOOL CARE: Opens at 7:00 am

AFTER SCHOOL CARE: Open until 6:00 pm

Bus Transportation is available for students age 5 and up for a fee. Information packets are available in the office.

Hot lunch service is available for Grades 1-8 students, includes milk. Students who bring their lunch may purchase milk.

Health Forms - Per Michigan law, all Montessori students and all new students must have a current health form and updated immunization record on file prior to starting school.

The Facts Tuition Management Company collects tuition, ancillary fees and provides financial aid services. Contact a FACTS customer service representative at 800-624-7092. To view your account online, simply go to www.factsmgt.com and log on to My FACTS Account.

SJA Institution FACTS ID #0B436
Institution Name: Saint Joseph Academy
Graduation year may be left blank

Enrollment Form Tips

Please **print** when filling out the enrollment form. Be sure to check **all** the appropriate boxes at the top of the form. Montessori students should check the session preference **and** the nap preference, if applicable.

1267 E. Siena Heights Dr. Adrian, MI 49221 Phone: 517-263-4898 www.sjaschool.org
Saint Joseph Academy - Montessori Children's House

- DETACH THIS PAGE AND KEEP FOR YOUR RECORDS -